



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

PUBLIC PACKET

July 13, 2015



GUSTAVUS CITY COUNCIL

GENERAL MEETING

JULY 13TH, 2015

7:00 PM CITY HALL

Gustavus City Council:

Mayor (Seat D):

Mike Taylor

mike.taylor@gustavus-ak.gov

mayor@gustavus-ak.gov

Term Expires 2017

Vice Mayor (Seat E):

Tim Sunday

tim.sunday@gustavus-ak.gov

Term Expires 2015

Council Member (Seat A):

Lori Trummer

lori.trummer@gustavus-ak.gov

Term Expires 2016

Council Member (Seat B):

Jeff Irwin

jeff.irwin@gustavus-ak.gov

Term Expires 2016

Council Member (Seat C):

Jon Howell

Term Expires 2015

Council Member (Seat F):

Tania Lewis

tania.lewis@gustavus-ak.gov

Term Expires 2015

Council Member (Seat G):

Greg Streveler

greg.streveler@gustavus-ak.gov

Term Expires 2015

Gustavus City Hall:

City Clerk:

Lori Ewing

lori.ewing@gustavus-ak.gov

City Treasurer:

Noël Farevaag

noel.farevaag@gustavus-ak.gov

AGENDA

1. **Call to Order**
2. **Roll Call**
 - A. **Council Seat C – Oath of Office**
 - B. **General Roll Call of Council Members**
3. **Approval of Minutes:**
 - A. **General Meeting Minutes June 8, 2015**
 - B. **Special Meeting Minutes June 17, 2015**
 - C. **Special Meeting Minutes July 8, 2015**
4. **Mayor's Request for Agenda Changes**
5. **Committee Reports**
6. **Public Comment on Non-agenda Items Only:**
 - A. **Report from Rep. Sam Kito**
7. **Consent Agenda:**
 - A. **Resolution CY15-19 & FY16-01NCO Establishing the State of City Grants for Department Special Projects and Needs Beyond the Scope of the Fiscal Year Budget**
 - B. **Revised GVFD Chief Position Description**
 - C. **Resolution CY15-21 – Amending the Policy and Procedure for Employee Benefits**
 - D. **Resolution CY15-22 Clarifying Sales Tax Exemptions for Employee Tips**
8. **Ordinance for Public Hearing**
9. **Unfinished Business**
10. **New Business:**
 - A. **Approve DRC's Solid Waste Permit Renewal with ADEC**
11. **Staff Reports:**
 - A. **Library**
 - B. **GVFD**
12. **City Council Reports:**
 - A. **Treasurer's Report**
 - B. **City Clerk's Report**
 - C. **Mayor's Report**
13. **City Council Questions and Comments**
14. **Public Comments on Non-Agenda Items**
15. **Executive Session**
16. **Adjournment**

Item No. 1 Call to Order

Item No. 2 Roll Call

A. Council Seat C – Oath of Office

B. General Roll Call of Council Members

Item No. 3 Approval of Minutes

A. Minutes of General Meeting June 8, 2015

**GUSTAVUS CITY COUNCIL
GENERAL MEETING MINUTES
JUNE 8TH, 2015**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on June 8th, 2015, at 7:04pm by Mayor Taylor. There are three (3) members of the public in attendance at Gustavus City Hall.

2. ROLL CALL:

Comprising a quorum of the City Council the following are present:

Mayor Taylor
Vice Mayor Sunday – *via teleconference*
Council Member Trummer
Council Member Irwin
Council Member Streveler

The following members are not present:

Council Member Lewis *excused*

3. APPROVAL OF MINUTES:

A. Minutes from the May 11th, 2015, General Meeting are presented.

MOTION: Council Member Irwin moves that we approve the General Meeting Minutes from May 11th, 2015 as presented.

SECONDED BY: Council Member Streveler

PUBLIC COMMENT:

A. P. Berry

ROLL CALL VOTE ON MOTION

YES: Taylor, Sunday, Trummer, Irwin, Streveler

NO:

RECUSED:

MOTION PASSES/FAILS 5/0

B. Minutes from the June 1st, 2015, Special Meeting are presented.

MOTION: Council Member Streveler moves that we approve the Special Meeting Minutes from June 1st, 2015 as presented.

SECONDED BY: Council Member Irwin

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Taylor, Sunday, Trummer, Irwin, Streveler

NO:

RECUSED:

MOTION **PASSES**/FAILS 5/0

4. **MAYOR'S REQUEST FOR AGENDA CHANGES**: None

5. **COMMITTEE REPORTS**:

A. GCN – Written report submitted by N. Borson

6. **PUBLIC COMMENT ON NON-AGENDA ITEMS**:

7. **CONSENT AGENDA**:

A. FY15-28NCO Providing for the Amendment of the Road Budget for Fiscal Year 2015

B. Approve GCN System Manager Contract FY15

C. Approve RFP for GCN System Manager Contract for FY16

MOTION: Council Member Lewis moves to adopt the Consent Agenda as presented by unanimous consent.

SECONDED BY: Council Member Irwin

PUBLIC COMMENT: None

CONSENT AGENDA ADOPTED BY UNANIMOUS CONSENT

8. **ORDINANCE FOR PUBLIC HEARING**:

A. FY15-15 Providing for the Amendment of City Ordinance Title 5, Chapter 5.20.40 Ballots

MOTION: Council Member Irwin moves to adopt FY15-15 Providing for the Amendment of City Ordinance Title 5, Chapter 5.20.40 Ballots

SECONDED BY: Council Member Streveler

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Taylor, Sunday, Trummer, Irwin, Streveler

NO:

RECUSED:

MOTION **PASSES**/FAILS 5/0

B. FY15-17NCO Providing for the Amendment of the GVFD Budget for Fiscal Year 2015

MOTION: Council Member Trummer moves to approve FY15-17NCO Providing for the Amendment of the GVFD Budget for Fiscal Year 2015.

SECONDED BY: Council Member Irwin

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Taylor, Sunday, Trummer, Irwin, Streveler

NO:

RECUSED:

MOTION **PASSES**/FAILS 5/0

C. FY15-22NCO Providing for the Amendment of the Administrative Budget for Fiscal Year 2015

MOTION: Council Member Streveler moves to adopt FY15-22NCO Providing for the Amendment of the Administrative Budget for Fiscal Year 2015.

SECONDED BY: Council Member Trummer

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Taylor, Sunday, Trummer, Irwin, Streveler

NO:

RECUSED:

MOTION **PASSES**/FAILS 5/0

D. FY15-23NCO – Providing for the Establishment and Adoption of the FY16 Budget

MOTION: Council Member Irwin moves to adopt the FY15-23NCO to Establish and Adopt the FY16 Budget

SECONDED BY: Council Member

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Taylor, Sunday, Trummer, Irwin, Streveler

NO:

RECUSED:

MOTION **PASSES**/FAILS 5/0

E. FY15-24NCO Providing for the Amendment of the DRC Budget for Fiscal Year 2015

MOTION: Council Member Trummer moves to adopt FY15-24NCO Providing for the Amendment of the DRC Budget for Fiscal Year 2015 as corrected.

SECONDED BY: Council Member Irwin

PUBLIC COMMENT:

A. P. Berry

ROLL CALL VOTE ON MOTION

YES: Taylor, Sunday, Trummer, Irwin, Streveler

NO:

RECUSED:

MOTION **PASSES**/FAILS **5/0**

F. FY15-26NCO Providing for the Amendment of the Beach Budget for Fiscal Year 2015

MOTION: Council Member Streveler moves to adopt FY15-26NCO An Ordinance Providing for the Amendment of the Beach Budget for Fiscal Year 2015.

SECONDED BY: Council Member Trummer

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Taylor, Sunday, Trummer, Irwin, Streveler

NO:

RECUSED:

MOTION **PASSES**/FAILS **5/0**

G. FY15-27NCO Providing for the Amendment of the Library Budget for Fiscal Year 2015

MOTION: Council Member Irwin moves to adopt FY15-27NCO An Ordinance Providing for the Amendment of the Library Budget for Fiscal Year 2015.

SECONDED BY: Council Member Streveler

PUBLIC COMMENT:

ROLL CALL VOTE ON MOTION

YES: Taylor, Sunday, Trummer, Irwin, Streveler

NO:

RECUSED:

MOTION **PASSES**/FAILS **5/0**

9. UNFINISHED BUSINESS

10. NEW BUSINESS

11. STAFF REPORTS
12. **CITY COUNCIL REPORTS:**
 - A. City Treasurer's Report
 - B. City Clerk's Report
 - C. Mayor's Report: Written/Oral report submitted by M. Taylor**
13. **CITY COUNCIL QUESTIONS AND COMMENTS:**
 - A. G. Streveler – Preschool report; Gravel pits; thanks J. Sanchez**
 - B. T. Sunday – J. Sanchez done a lot in short amount of time**
 - C. J. Irwin – J. Sanchez has good connection with DRC**
 - D. M. Taylor – J. Howell wishes to serve on City Council**
14. **PUBLIC COMMENT ON NON-AGENDA ITEMS ONLY:**
 - A. J. Howell – getting back float at Pleasant Island?; Willow Way sign**
 - B. A. Calkin – Bill's Drive issue; signs missing on many roads**
15. EXECUTIVE SESSION
16. **ADJOURNMENT:**

Hearing no objections, Mayor Taylor adjourns the meeting at 7:56pm.

B. Minutes of Special Meeting June 17, 2015

GUSTAVUS CITY COUNCIL SPECIAL MEETING MINUTES JUNE 17th, 2015

1. CALL TO ORDER:

A Special Meeting of the Gustavus City Council is called to order on June 17th, 2015, at 9:00am by Mayor Taylor. There are two (2) members of the public in attendance at Gustavus City Hall.

2. ROLL CALL:

Comprising a quorum of the City Council the following are present:

Mayor Taylor
Vice Mayor Sunday – *via teleconference*
Council Member Trummer
Council Member Irwin
Council Member Streveler
Council Member Lewis

The following members are not present:

Council Member Lewis - *excused*

3. APPROVAL OF MINUTES

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

A. Remove Item 10A from the Agenda

5. COMMITTEE REPORTS

6. PUBLIC COMMENT ON NON-AGENDA ITEMS:

A. P. Scott – safety at dock during rough weather

7. CONSENT AGENDA:

A. CY15-20 Resolution Updating Employee Benefits Policy (Read by Council Member Irwin)

MOTION: Council Member Irwin moves to approve the Consent Agenda as presented by unanimous consent.

SECONDED BY: Council Member Trummer

PUBLIC COMMENT: None

8. ORDINANCE FOR PUBLIC HEARING:

A. FY15-28NCO Providing for the Amendment of the Road Budget for Fiscal Year 2015.

MOTION: Council Member Streveler moves to adopt FY15-28NCO Providing for the Amendment of the Road Budget for Fiscal Year 2015.

SECONDED BY: Council Member Irwin

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Taylor, Sunday, Trummer, Irwin, Streveler

NO:

RECUSED:

MOTION **PASSES**/FAILS **5/0**

9. UNFINISHED BUSINESS

10. **NEW BUSINESS:**

A. Appointment of Jon Howell to City Council Seat C

(Clerk's note: Removed from Agenda, vacancy posted for applicants until July 2, 2015 at 4pm)

11. STAFF REPORTS

12. CITY COUNCIL REPORTS

13. **CITY COUNCIL QUESTIONS AND COMMENTS:**

A. L. Trummer – health care budgeted for in FY16 budget?

B. T. Sunday – wood City Hall sign; picnic tables

C. J. Irwin – health insurance reimbursement for P. Berry resolved?

D. M. Taylor – City Hall expansion plans to Fire Marshall for review

E. G. Streveler – working on moving oil tank at Preschool

14. **PUBLIC COMMENT ON NON-AGENDA ITEMS ONLY:** None

15. EXECUTIVE SESSION

16. **ADJOURNMENT:**

Hearing no objections, Mayor Taylor adjourns the meeting at 9:24am.

C. Minutes of Special Meeting July 8, 2015

GUSTAVUS CITY COUNCIL SPECIAL MEETING MINUTES JULY 8TH, 2015

1. CALL TO ORDER:

A Special Meeting of the Gustavus City Council is called to order on July 8th, 2015, at 6:31pm by Mayor Taylor. There are three (3) members of the public in attendance at Gustavus City Hall.

2. ROLL CALL:

Comprising a quorum of the City Council the following five (5) members are present:

Mayor Taylor
Vice Mayor Sunday
Council Member Trummer
Council Member Streveler
Council Member Lewis

The following members are not present:

Council Member Irwin - *excused*

3. APPROVAL OF MINUTES

4. MAYOR'S REQUEST FOR AGENDA CHANGES: None

5. COMMITTEE REPORTS

6. PUBLIC COMMENT ON NON-AGENDA ITEMS: None

7. CONSENT AGENDA

8. ORDINANCE FOR PUBLIC HEARING

9. UNFINISHED BUSINESS

10. NEW BUSINESS:

A. Election to Fill Vacant Council Seat C

MOTION: Council Member Sunday nominates Jon Howell for appointment to vacant Council Seat C

SECONDED BY: Council Member Streveler

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Taylor, Sunday, Trummer, Streveler, Lewis

NO:

RECUSED:

MOTION **PASSES**/FAILS **5/0**

MOTION: Council Member Sunday nominates Connie Edwards for appointment to vacant Council Seat C.

SECONDED BY: Council Member Trummer

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Taylor, Sunday, Trummer, Streveler, Lewis

NO:

RECUSED:

MOTION **PASSES**/FAILS 5/0

City Clerk's note: Mayor Taylor gives both nominees an opportunity to speak; Jon Howell speaks first then Connie Edwards; Mayor Taylor gives the Council the opportunity to ask questions, Mayor Taylor then asks the Council if there is a motion for an Executive Session – there is no motion.

BALLOTS: All five Council Members simultaneously cast written ballots upon which all nominated applicants' names were printed. Blank ballots were shown to the community members before being distributed to Council Members for voting. All voted ballots were collected by the City Clerk who then completed a prepared tally sheet and publicly announced the vote for each applicant. The results of the voting were:

J. Howell – 3 votes

C. Edwards – 2 votes

MOTION: Council Member Sunday moves to appoint Jon Howell to Council Seat C.

SECONDED BY: Council Member Lewis

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION

YES: Taylor, Sunday, Trummer, Streveler, Lewis

NO:

RECUSED:

MOTION **PASSES**/FAILS 5/0

11. STAFF REPORTS

12. CITY COUNCIL REPORTS

13. CITY COUNCIL QUESTIONS AND COMMENTS:

A. L. Trummer – Thanks to both J. Howell & C. Edwards for their willingness to serve

B. G. Streveler – Thanks to both also

C. T. Sunday – Thanks both; would like to discuss GVA sign at next Work Session

D. M. Taylor – updates on parking at the end of Good River Road, culvert at Dickey Drive, Glen's Ditch parking area for Nagoonberry Loop Trail, Good River Road project that began 7/8/15, and Tong Road project may wait until September when traffic is less of an issue

14. PUBLIC COMMENT ON NON-AGENDA ITEMS ONLY:

A. J. Howell – handicap access to Dude Creek Critical Habitat Area

B. D. Klawunder – Tong Road Bridge location

15. EXECUTIVE SESSION

16. ADJOURNMENT:

Hearing no objections, Mayor Taylor adjourns the meeting at 7:06pm.

Item No. 4 Mayor's Request for Agenda Changes

★After General Consent (or Motion, Second and Vote) Mayor announces "the Agenda is set".

Item No. 5 Committee Reports

Item No. 6 Public Comment on Non-Agenda Items Only:

A. Rep. Sam Kito

The comments being made are not on the Agenda and no action by the Council is necessary.

Item No. 7 Consent Agenda (Mayor Taylor recommends publication/approval)

A. Resolution CY15-19 and FY16-01NCO Establishing the State of City Grants for Department Special Projects and Needs Beyond the Scope of the Fiscal Year

B. Revised GVFD Chief Position Description

C. Resolution CY15-21 Amending the Policy and Procedure for Employee Benefits

D. Resolution CY15-22) Clarifying Sales Tax Exemptions for Employee Tips

(Resolutions/NCO on following pages)

A. Resolution CY15-19/FY16NCO Establishing the State of City Grants for Department Special Projects and Needs Beyond the Scope of the Fiscal Year

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY15-19**

A RESOLUTION ESTABLISHING THE STATE OF CITY GRANTS FOR DEPARTMENT SPECIAL PROJECTS AND NEEDS BEYOND THE SCOPE OF THE FISCAL YEAR BUDGET

WHEREAS, in January 2014 the Gustavus City Council passed resolution 2014-01, transferring monies from the City checking account for committee and City department special projects and needs beyond the scope of the FY14 budget; and

WHEREAS, the Resolution 2014-01 stated the funds are to be used by July, 2015; and

WHEREAS, the Gustavus City Council determines it is in the best interest of the departments to extend the grant deadline to June 30, 2016 for unexpended funds; and

WHEREAS, funds expended by June 30, 2015 will be transferred from the department AMLIP accounts where they have been encumbered to the City checking account where the expenses were paid from; and

WHEREAS, the Library has expended \$48,089.10 and the unused \$1,910.90 will remain in the AMLIP Library account for further City Grant use; and

WHEREAS, the Beach committee has expended \$34,035.60 and the unused \$15,964.40 will remain in the AMLIP Beach account for further use, and;

WHEREAS, the DRC has expended \$33,276.64 and the unused \$17,723.36 will remain in the AMLIP DRC account for further City Grant use; and

WHEREAS, City Hall has not utilized grant funds due to saving the funds in reserve for the City Hall remodel project and \$51,000.00 will remain in the AMLIP ADMIN account for further City Grant use; and

NOW, THEREFORE, BE IT RESOLVED that the Gustavus City Council authorizes the continuation of the unexpended City Grant funds until June 30, 2016.

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council this ____ day of ____, 2015 and effective upon adoption.

Mike Taylor, Mayor

Attest: Lori Ewing, City Clerk

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY16-01NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2015**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

Section 1. Classification. **This is a Non-Code Ordinance.**

Section 2. In Fiscal Year 2016 the following City held account balance transfers to be made for reasons stated in each transfer, with NCO's and Resolutions notated as appropriate.

Section 3. The budget is amended to reflect the changed estimates as follows;

ACCOUNTS	AMOUNTS		
	Account Balance*	Amended balance	Change
	<i>*Approximate, this is a dynamic value.</i>		
AMLIP – Beach <i>City Grant funds - reference Resolution 2014-01 and CY15-19</i>	\$ 50,003.65	\$ 15,968.00	\$-34,035.65
AMLIP – Library <i>City Grant funds - reference Resolution 2014-01 and CY15-19</i>	\$ 50,004.47	\$ 1,915.37	\$-48,089.10
AMLIP – DRC <i>City Grant funds reference Resolution 2014-01 and CY15-19</i>	\$122,516.75	\$ 89,240.11	\$-33,276.64
FNBA Checking	\$135,609.70	\$251,011.09	\$115,401.39
Total Change in Account Balances			\$ 0.00

Section 4. The City Held accounts are hereby amended as indicated.

Section 5. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

DATE INTRODUCED: *July 13, 2015*

DATE OF PUBLIC HEARING: *August 10, 2015*

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council this ____ day of _____, 2015.

Mike Taylor, Mayor

Attest: Lori Ewing, City Clerk

B. Revised GVFD Chief Position Description

CITY OF GUSTAVUS

Gustavus Volunteer Fire Department (GVFD) GVFD Chief Officer Position Description

Title: GVFD Chief Officer

The Chief may be hired as either an exempt regular full-time position or a non-exempt regular part-time position, depending on negotiations at the time of hire. Position may be paid by salary or by the hour. Potential number of hours range from 25-40 hours per week depending on availability and qualifications of applicant. Hours will be flexible to provide for emergency response. The position description will be edited accordingly at the time an offer is made.

Supervisor: Mayor

Summary: The Fire Chief shall manage, lead, and command the Gustavus Volunteer Fire Department, with administrative support from the City Clerk, who serves as the GVFD Administrator.

Essential Duties and Responsibilities:

1. Plans, coordinates, supervises and evaluates all department operations.
2. Serves as an effective leader of the department volunteer responders developing with them a shared understanding of the role of the GVFD and its volunteers as an essential function within the City of Gustavus.
3. Supports and provides input for department administrative functions assigned to the GVFD Administrator, which includes inventories, maintenance records, training records, agency reporting, run sheets, ambulance billing, and HIPPA compliance assurance.
4. Responds to emergency calls: Coordinates department resources for a proper and timely response. Is prepared to take the role of incident commander at major incidents.
5. Assigns equipment and personnel for response to calls for outside aid where mutual aid agreements are in force and in other cases only when the absence of such equipment and personnel will not compromise the City's ability to provide fire protection and emergency medical services within the City of Gustavus.
6. Coordinates maintenance of response vehicles, equipment and station facilities to assure response readiness within approved budget in cooperation with the GVFD Administrator. Transfers data for maintenance logs maintained by the GVFD Administrator.
7. Handles grievances in accordance with City personnel and grievance policies, maintains departmental discipline and the conduct and general behavior of assigned personnel.
8. Supervises all department responders, including Fire and EMS Captains, dispatchers, GVFD safety officers, as well as temporary workers hired for special projects or tasks.
9. Plans departmental operation with respect to equipment, apparatus, EMS supplies, company assignments, personnel, and safety requirements; supervises the implementation of such plans.
10. Develops, maintains and enforces department operating procedures governing discipline, training, maintenance, and operation of the department.
11. Assures that regular Fire and EMS drills or training sessions occur at least three times per month. The Chief may lead or delegate leadership of training. Coordinates with private, state and federal training officers for the additional training of department personnel. Transfers data for training records maintained by the GVFD Administrator.

12. Helps the GVFD Administrator draft the GVFD annual budget, by providing operational and capital requirements.
13. Plans and oversees fire facility improvements within budget approved by City Council, and makes recommendations for new or replacement facilities and equipment.
14. Follows the City's purchasing policies and procedures by submitting purchase requests to the GVFD Administrator who controls all departmental expenditures within the Council-approved budget appropriations.
15. Transfers data to the GVFD Administrator for the submission of reports to the state using Aurora or currently adopted system.
16. Transfers data to GVFD Administrator for necessary records and other controls over all response gear such as inventories, maintenance records, etc.
17. Responsible for maintaining fire department facilities and equipment in clean, organized, safe, and ready condition.

Additional Duties and Responsibilities:

1. Serves as the City representative in all activity with the National Park Service, Bartlett Cove regarding Fire and EMS protection and response.
2. Arranges for the services of a medical director and coordinates with the medical director to provide for safety, effectiveness, and legal compliance in responses to medical emergencies.
3. Prepares and submits a quarterly report of GVFD activities to the City Council. Prepares and submits other reports as requested by the Council, regarding the department's activities.
4. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public regarding GVFD activities.
5. Assists the State Fire Marshal and other authorities in the investigation of the cause and origin of fires within City limits.
6. Enforces applicable State fire protection and prevention regulations within the City as directed by the State Fire Marshal and as authorized by State law.
7. As approved by the Mayor, attends training, conferences and meetings to keep abreast of current regulations and best practices in the field.
8. Works with GVFD Administrator to develop grant applications in compliance with City policies and procedures, to support departmental operations, facility improvements and equipment purchases.
9. Other job-related duties as assigned.

Qualifications:

Education and Experience

1. Graduation from high school or GED equivalent. Advanced college-level training and degree desirable.
2. Specialized training in fire department administration (desired).
3. Prior work experience of a progressively responsible nature providing and managing firefighting and prevention, and/or emergency medical services, and/or hazardous material response including supervisory duties.
4. Prior work experience recruiting, training, and supervising volunteers necessary to meet community needs for firefighting and prevention, and/or emergency medical services, and/or hazardous material response (desired).
5. General work experience involving leading, managing, training, and supervising workers or volunteers.

Knowledge, Skills and Abilities

Position requires familiarity with municipal government structure, roles, and processes, plus knowledge, skills, and abilities in:

1. Modern fire suppression and prevention and emergency medical services principles,

- including procedures, techniques, and equipment.
2. Identifying and applying laws, ordinances, departmental standard operating procedures and regulations necessary and appropriate to the provision of fire suppression and prevention and emergency medical services.
 3. Recruiting, training, and leading volunteer fire fighters and EMS responders in a small town department (desired).
 4. Using tools and equipment needed for operation and maintenance of GVFD response equipment.
 5. Training and supervising subordinate personnel.
 6. Performing work requiring good physical condition.
 7. Communicating effectively orally and in writing.
 8. Exercising sound judgment in evaluating situations and in making decisions.
 9. Establishing and maintaining effective working relationships with department volunteers, other City employees, the Council, supervisors and the public.

Certifications/Licenses

1. EMT-I Certification; Advanced EMS certifications (desired).
2. Fire Fighter I Certification (desired). Advanced Firefighter and Fire Officer certifications (desired).
3. Possess, or be able to obtain within one month of hire, a valid State of Alaska Driver's License with Commercial Driver's License endorsement or certification of Emergency Vehicle Accident Prevention Program (EVAP) without record of suspension or revocation in any state.

Other

Eighteen years of age or older at time of hire.

Ability to meet physical demands of emergency response activities in the Southeastern Alaskan environment.

Work Conditions:

Tools and Equipment Used

Emergency medical vehicles and equipment, EMS supplies, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, emergency medical equipment, radio, pager, 911 communication system, computers, e-mail, phone, and facsimile.

Physical Demands

The physical demands described here are representative of those the Fire Chief is expected to encounter.

1. The Chief must frequently lift and/or move objects weighing up to 20 pounds, and occasionally up to 70 pounds.
2. Vision requirements for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
3. The Chief must hear well enough to discern oral and radio communications in a noisy emergency response environment.
4. The Chief will be required to don, and perform work in, personal protective equipment including fire turn-out gear, self-contained breathing apparatus, air-purifying respirator, eye protection, and hearing protection.

Work Environment

The work environment conditions described here are representative of those the Chief is expected to encounter while performing the essential job functions.

The Chief's work is performed in the fire hall office, in public meetings, on the apparatus floor, in vehicles, and in outdoor settings, under all weather conditions, including temperature extremes, during day and night, and in emergency and stressful situations.

The Chief may also be exposed to the following work conditions and hazards:

1. Cold and/or wet weather.
2. Fire and explosion hazards.
3. Airborne inhalation hazards including toxic smoke, gasses, vapors, dusts, mists, and fumes.
4. Hazardous liquids such as petroleum products and toxic household or light industrial materials
5. Hazardous physical agents such as electric shock, noise (which may exceed 100 dBA for brief periods), whole body vibration, and heavy work in ergonomically awkward positions
6. Hazardous biological agents such as blood-borne pathogens

Notice

CoG 3.04.02 (d) (2)

Employees shall conduct City work only within the City of Gustavus, unless an employee is on an authorized business trip.

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.

C. Resolution CY15-21 Amending the Policy and Procedure for Employee Benefits

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY15-21**

A RESOLUTION UPDATING THE CITY'S BENEFITS POLICY

WHEREAS, the City of Gustavus Benefits Policy provides for partial reimbursement of Health Insurance costs for qualifying Regular Employees, and;

WHEREAS, the benefits policy adopted in 2012 states that the reimbursement amounts are subject to tax reporting and withholding and the employee will be paid a net amount, and;

WHEREAS, the Internal Revenue Service allows employers to issue nontaxable reimbursement to employees for all or part of their health insurance premiums as long as the employer complies with the requirement to obtain proof from the employee that the funds were used to purchased health insurance, and

NOW, THEREFORE, BE IT RESOLVED that the City of Gustavus amends its Benefits Policy to reflect that the reimbursement is nontaxable. The City will continue to require proof of an active and current individual or family health insurance policy under which the employee is insured and that the amount was actually paid by the employee towards the premium for which the employee seeks reimbursement.

PASSED and **APPROVED** by a duly constituted quorum of the Gustavus City Council this ____ day of _____, 2015.

Mike Taylor, Mayor

Attest: Lori Ewing, City Clerk

City of Gustavus

Policies and Procedures

Title: City of Gustavus Benefits Policy for Eligible Regular Position Employees – Effective July 1, 2015

BACKGROUND:

By Ordinance FY2012-13 adopted April 12, 2012, the Gustavus City Council approved a major revision to Title 3, Personnel. Revised Title 3 provides that it is the policy of the City of Gustavus to establish and amend, from time to time, by resolution, a written benefits policy, which describes various non-wage compensations that the City provides to employees in addition to wages or salaries. [CoG 3.05.01]

Consistent with the provisions of revised Title 3, the City Council adopted by Resolution 2012-17 this "City of Gustavus Benefits Policy," which applies to all eligible Regular Position employees. This updated policy, effective July 1, 2015, replaces all previous City of Gustavus benefits and leave policies. CoG 3.04.01(b) (1)]

I. Health Insurance Premium Reimbursement

This benefit is provided to all Regular Position employees in proportion to hours worked each month, according to the following provisions:

POLICY:

The City of Gustavus will reimburse the health insurance premiums paid by qualifying employees in a gross amount of up to \$655 per month. To qualify for participation in this program, the employee must be (1) a Regular Position employee who (2) submits valid documentation verifying that he or she has paid amounts toward the premium required by an individual or family insurance plan under which the employee is insured. The City will not reimburse health insurance premium expenses incurred under insurance policies that are part of another employer-sponsored or group insurance plan, nor policies that do not specifically insure the employee. The City will not reimburse health insurance premium expenses incurred by any person or entity other than the employee.

PROCEDURE:

(A) On a monthly basis, the City Treasurer will make a disbursement in an amount that is the lesser of \$655 or the amount actually paid by the qualifying employee in that month, to reimburse that employee's health insurance premium payments. All reimbursement amounts are nontaxable and not subject to tax reporting and withholding and the employee will be paid a net amount.

(B) To receive reimbursement, the employee must provide proof to the City Treasurer quarterly of (1) an active and current individual or family health insurance policy under which the employee is insured and (2) the amounts actually paid by the employee towards the premium for which the employee seeks reimbursement. The City will not make advance payments. Employees who have not actually made a health insurance premium payment but merely anticipate doing so do not qualify for this benefit.

(C) The maximum obligation of the City under this policy, per qualifying employee, is \$655 per month, or the premium amount actually paid by the employee, whichever is less. Any premium amount exceeding \$655/month (less withholding) will be the responsibility of the employee.

(D) This benefit will commence upon satisfactory completion of the probationary period.

(E) Employees receiving a benefit under this section must notify the City before the next pay period if they become ineligible for coverage under this policy. Failure to do so will result in the City recovering the amount of any improper reimbursements from the employee's future paychecks.

II. Deferred Compensation Program, a 457(b) Retirement Savings Plan

The City participates in a 457(b) deferred compensation program with Lincoln Life. A 457(b) plan is a type of tax-advantaged deferred-compensation retirement plan that is available to state or local governments and their agencies. The employer provides the plan and the employee defers compensation into it on a pre-tax basis. Participation is voluntary. The participant contributes a flat amount of his/her choice each month, which is withdrawn from the monthly paycheck. Regular Position employees may contact the City Clerk for more information.

III. Paid Holidays [CoG 3.05.02]

The City of Gustavus observes the following eight holidays:

1. New Year's Day (January 1)
2. President's Day (February 21)
3. Memorial Day (last Monday in May)
4. Independence Day (July 4)
5. Labor Day (first Monday in September)
6. Thanksgiving (fourth Thursday in November)
7. Day after Thanksgiving
8. Christmas (December 25).

- The City will grant an eight-hour day of paid holiday time to all Regular Position employees, both fulltime and part-time.
- Holiday pay will be calculated based on the employee's straight-time pay rate as of the date of the holiday. Employees will not receive additional compensation when a recognized holiday falls on a day an employee is on Paid Time Off. Employees will not receive compensation for a holiday that occurs on a day that the employee is on an unpaid leave of absence.
- This benefit will commence upon satisfactory completion of the probationary period.
- See Gustavus Municipal Code 3.05.02 for the application of the policy to Monday through Friday and Tuesday through Saturday work weeks.

IV. Paid Time Off (PTO)

The City of Gustavus recognizes that employees have diverse needs for time off from work. PTO will cover all forms of personal, vacation, and sick leave. This benefit will be granted to all Regular Position employees in proportion to the hours worked each month.

Paid Time Off is a provision for time taken off from an employee's regularly scheduled work hours. PTO may not be applied to days and hours the employee is not scheduled to work. With the exception of the permitted 120-hour carry-over of unused PTO hours at the start of a new fiscal year, PTO not taken during regularly scheduled work hours will be forfeited. Unused accrued PTO is cashed out only when an employee terminates.

- An employee's annual PTO benefit accrues in accordance with employment longevity as shown in the table below. Accrual rates for a new longevity category begin on the first day of the month of the employment anniversary.
- Annual PTO benefit accruals begin July 1 of each year and end June 30 of each year.
- A maximum of 120 hours of PTO may be carried over into the next fiscal year.
- Accrued PTO hours beyond 120 at the end of the fiscal year will be forfeited.
- For new hires, PTO will accrue retroactive to the date of hire if and when the employee satisfactorily completes the probationary period.
- An employee must receive approval from his/her supervisor for planned PTO. Approval of PTO is contingent upon the needs of the department/facility. In cases of emergency or illness, an employee must let his/her supervisor know about the absence as soon as possible.
- Upon termination an employee shall be paid the value at the time of cash-out of remaining PTO.
- PTO must be used in full before an employee may request unpaid leave.
- An employee must fill out a leave slip to be signed by his/her supervisor or by an email that is approved and printed by the supervisor.

Longevity Categories

PTO is accrued on an hourly basis, and is credited on the monthly pay check in proportion to the actual straight-time hours worked that month. Accruals are based on longevity, that is, the number of years employed in a Regular Position with the City of Gustavus. The following table depicts Annual PTO accrual for a fulltime Regular Position, 2,080 hours/year.

Longevity	Annual PTO Accrual, Fulltime equivalent	Accrual Rate PTO hours/actual straight-time hours worked*
Less than two (2) years	80 hours	0.0413223
Two (2) through five (5) years	120 hours	0.0632911
Six (6) or greater years	160 hours	0.0862068

*"Actual number of straight-time hours worked" means the total straight- time paid hours, minus holiday hours minus annual PTO accrual hours. (Overtime hours do not count toward PTO accrual.)

Formula

- Accrued PTO hours on a monthly (or any) pay check = (Actual number of straight-time hours worked) (accrual rate)
- The same accrual rate works for any employee in a given Longevity Category. Accrual rate = annual PTO accrual allotment divided by (2080 - 64 holiday hours – annual PTO accrual allotment)

V. The City of Gustavus does not offer Compensatory Time Off.

D. Resolution CY15-22 Clarifying Sales Tax Exemptions for Employee Tips

**CITY OF GUSTAVUS, ALASKA
RESOLUTION CY15-22**

A RESOLUTION CLARIFYING SALES TAX EXEMPTIONS FOR EMPLOYEE TIPS

WHEREAS, City of Gustavus Ordinance 4.15.040, Exemptions, is silent regarding whether employee tip collections are subject to, or exempt from, City sales tax, and;

WHEREAS, Gustavus businesses have reported tips inconsistently, suggesting a lack of clarity, and;

WHEREAS, tips are intended to flow to employees rather than the business,

NO THEREFORE BE IT RESOLVED that the Gustavus City Council interprets City of Gustavus Ordinance 4.15.040 such that employee tips shall not be subject to City sales tax.

PASSED and **APPROVED** by the Gustavus City Council this ____ day of ____, 2015.

Mike Taylor, Mayor

Attest: Lori Ewing, City Clerk

Item No. 8 Ordinance for Public Hearing

Item No. 9 Unfinished Business

Item No. 10. New Business:

A. Approve DRC's Solid Waste Permit Renewal with ADEC

(Application and supporting documents available for review on Council table)



Item No. 11 Staff Reports:

A. Library – written report submitted by B. Ohlson

QUARTERLY STAFF REPORT - JULY 2015

Gustavus Public Library

General Library Statistics

 <p>The transition from Sylvia to Bre has been fairly smooth, thanks to the extra time with Sylvia and Kate's unending patience.</p>		April	May	June	 <p>You missed out, we made super hero capes!</p>
	People Entered	856	674	1156	
	Books Checked out	337	351	471	
	Movies Checked out	381	498	689	
	Totals:	718	849	1160	

Each Month programs included: Monday and Wednesday yoga, ukulele playing, Library Everyone Welcome Band, school reading groups; GVA meetings; internet use inside and outside of the building.

April Programs: Easter Story Hour and the Easter Bunny; Best Beginnings baby time; Music Time with the K-1 class; Road Committee Meeting; a Birthday Party; Piano Lessons; OWL Summer Reading Seminar; Book Club Meeting; OWL NPS Presentation.

May Programs: Only the above mentioned regular programs were held.

June Programs: Summer Reading began, held every Wednesday; Sean Neilson's presentation of his movie "Glacier Bay – Fountain of Life"; 2 day training for new Wings employees; Beginning Ukulele class.

Status of Active or Upcoming Grants:

- \$50,000 from City
- Gustavus Construction is having Lou Cacciopo work on the window trim. Lou says that he is going to have the blinds cut (with a laser?!) so they will fit back in the frame without having to remove the old drywall.

Status of Active or Upcoming Contracts:

- The ACS switch over is happening July 1st.

Existing projects:

- Summer Reading 2015 has begun! **Every Hero has a Story** is the theme this year. Kate has two helpers this year, Wendy Small and Mary Considine. They have been creating Super

Heroes on paper, on the ipads, and of themselves! It's SUPER fun. Roughly, 25 kids come in on Wednesday morning.

Upcoming Trainings:

- a. I am looking into trainings to help me learn how to be a great Administrative Librarian. I will be gone until August 7th and will get right back into learning! I have signed up for a free webinar training with the Erate program.

**City of Gustavus Grant-To-Committees
Financial/Progress Report**

Committee/Department Name: Library

Date Submitted
7/7/2015

Report 2015 Jan Feb Mar Apr May Jun

Beginning Grant Amount: \$50,000.00 on January 13, 2014

Expenditures this Month	Amount
PO 15-306 – partial invoice of purchase order (Gustavus Construction INV#340) – trim (6) windows with wood trim	2700.00
Pending Purchase orders:	
PO 15-306 has \$1350 remaining for the completion of (3) windows	

Monthly Expenditure Total	\$2700.00
Total Expenditures to Date	\$48,089.10
Balance of Grant Funds Available	\$1,910.90

Progress Report: Describe all activity that supports the expenditures during the period. If no activity has taken place, provide an explanation. Identify problems or accomplishments you have experienced. Lou and his helper are working on the window trim currently. It's coming along nicely. Other than that, we are done with FY15 spending and it has been a quiet month.

B. GVFD – written report submitted by D. Pedersen

Gustavus Fire Dept. Quarterly Report – July, 2015

I started my position as Interim Fire Chief about the 1st of June. The first item of business was to setup a command structure and bring the dept. back together. Discussed the over health of the dept. and where we would like to go. We are a team and we should perform as one.

Discussed the dispatch system and gave out titles to the dispatchers. Discussed the implementation of new S.O.P.s

Held a training session on new radios and functions.

Setup maintenance system for all fire equipment.

Trained the engineer on engine 27 and 34.

Went over Scott air pack with Fire Capt.

It was determined that the air bottles are soon to be out of compliance and will need to be replaced.

Inspected the Mako air machine and O₂ generator all with in compliance.

Set up training with Airlift Northwest

July 8th training will be pediatrics with airlift NW flight nurses doing the training.

July 12th ProComm tech will be coming to work on radios and program new units. Also work with the National Park Service to get their radio system to be able to communicate with GVFD.

The 4th of July fundraiser was a complete success. Thanks to all the volunteers and thanks to Ponch & Sandi Marchbanks and Bill Szybura for their help...

More training and teamwork for the summer.

Will be applying for a few grants, building up personnel and keeping our community safe.

Proposed the 911 phone placement at the dock and got positive response.

Submitted 7th of July 2015,

Chief Pedersen

GVFD Command Structure

Chief, Doc Pedersen

Training Officer, Jeff Irwin

EMS Captain, Cassie Parker

EMS 1, Dan Van Leeuwen

Fire Captain, Jeff Jarvis

Fire 1, Dena Bruchu

Engineer, Jeff Crane

Dispatch Crew, Karla Tedtsen, Lesli Sirstad, Tom Berner, TI

Item No. 12 City Council Reports:

A. City Treasurer's Report: – no report submitted

B. City Clerk's Report: quarterly written report submitted by L. Ewing

City Clerk's Report for 2nd Quarter:

- **Upcoming dates:**
 - August 3rd – Work Session
 - August 10th – General Council Meeting
- **City Council** – the Council voted to appoint Jon Howell to the vacated Seat C that Dan Lesh held; I will be working with Jon to help ease his transition onto the Council. Last Work Session the Council began using their laptops during the meeting (Work Sessions only). I would like to cut down the amount of paper waste that occurs during our meetings. Routinely the packet of information I provide is used during the meeting and tossed into the recycling bin immediately after. By using the laptops furnished to each Council Member by the City we can cut down on the amount of paper used and everyone will still have access to any documents used during the topic discussions.
- **Elections** – I am creating a Council Candidate Packets for those community members interested in serving on the City Council. The packet will include an application and “new Council Member information.” Applications for candidacy will be accepted this year from August 24, 2015 to September 17, 2015 for the October 6, 2015 General Election. I have also started the process of getting all the forms updated for the new election year, recruiting Election Day workers and election judges.
- **Training** - Northwest Clerk's Institute training – I attended PDII in Tacoma, Washington from June 7th through 12th – it was the 2nd step toward earning my CMC. Once again, it was an information packed week of classes beginning on Sunday and ending on Friday. Topics included Managing Human Resources, Supervision skills, Collaborative Approaches to Problem Solving, Advanced Records Management and an interactive workshop in communication. I am so grateful to the Council for allowing me to attend this 6 day training. I continue to learn more and build new skills as I network with other municipal clerks in Alaska, Washington, Oregon and California. This network continues to be an amazing resource on a day-to-day basis.
- **Marine Facilities** - I have been working with John Sanchez, Marine Facilities Coordinator, on identifying all the boats in the Small Boat Harbor; signing people up for long-term boat storage, getting “strawberries”, and requesting removal of derelict boats. We will begin the Impound Process in the next couple of weeks as well as submitting a list of AK#s to DMV to try and identify more boat owners.
- **GVFD Administrator** – I have been assisting Doc since he accepted the interim position of Chief; closing out FY15 and getting files/spreadsheets ready for FY16. The fire department netted \$1,982.61 at the 4th of July Fundraiser.

**Mayor's Report
July 13, 2015**

July finds us three-quarters of the way through our Council Year. There has been much accomplished but much more still to do to meet our goals. Excellent weather since May helped move projects forward, as well as contributing to a wonderful celebration of Independence Day at the Salmon River Park. Some activity highlights are:

1. Council Membership. Tonight we welcome Jon Howell to the Council, filling until October the seat vacated by Dan Lesh who moved out of Gustavus for a job with the McDowell Group. We thank Dan for his service and wish him the best with his new professional challenges. Although Jon and Julie Howell have been official residents just over one year, they have been annual summer residents with a cabin here for forty years, so have long been part of our community. We were so pleased to have two fine community members step up to offer to serve for the remainder of Dan's first year and as expected the vote was a close split decision. We thank Connie Edwards also for offering to serve! We hope Connie will appear on a future ballot as she would also bring much to City service.

2. Road special projects. This month our road contractor Glacier Bay Construction completed projects to improve the turnarounds and parking areas at the ends of Glen's Ditch and Good River Roads. Both projects improve access to popular hiking areas, the first for the Nagoonberry Loop trail and the second the trail leading out to the Dude Creek Critical Habitat Area. The latter, though used by hikers year round, is particularly busy during the fall hunting season. We thank Mark Fink of Alaska Department of Fish and Game for funding the improvement there through the Department's Hunter Access Program. Thanks to Glacier Bay Construction for the nice improvements at both sites.

3. City Hall Addition. In late June the City received approval from the State Fire Marshall office for its planned construction of an addition to City Hall. The addition will almost double the space in City Hall finally making possible a staff restroom, more work space, and more room for records storage. We thank Deputy Fire Marshall Robert Plumb for his quick action on our permit application. We will be posting a request for proposals from local contractors shortly to construct the addition.

4. Salmon River Boat Harbor Clean-up. The City's Marine Facilities Coordinator, John Sanchez, with excellent office support from City Clerk Lori Ewing, has been making wonderful progress on the harbor clean-up project. We thank them both, and also Paul Berry and Jeff Irwin, for supporting junk and vessel disposal and recycling help at the DRC. But we especially appreciate the many boat owners and harbor users who have worked so cooperatively with the City to dispose of derelict, abandoned, or improperly stored vessels and miscellaneous junk from the harbor area. It is looking so much better already. We still have a lot to do as some derelicts identified for disposition will be significant projects due to their size, location or condition. If you have a boat in the harbor area that is no longer in use and we have not had a chance yet to discuss it with you, please contact John Sanchez, Lori Ewing, or Mayor Mike Taylor at City Hall about how to take care of it. The City is willing to work with owners to help them take vessels home or if a boat is no longer wanted, the City will accept it for disposal. Watch for continuing improvements at our harbor in the coming months!

5. Good River Road Culvert Replacement. Last week Glacier Bay Construction began the work to remove two collapsing culverts carrying Harry Hall Creek under Good River Road. GBC will install a timber bridge with guard rails providing a much safer crossing of the stream at a location where there have been accidents in the past. We thank Representative Sam Kito for working to add Legislative CIP funding to the Capital budget a year ago sufficient to fill the final funding gap and make construction possible. Thanks also to Glacier Bay Construction for their enthusiasm for the project and their successful bid within our project budget. Watch for a new bridge to appear on the site before the end of this month.

6. GVFD Radio System. Interim Fire Chief Doc Pederson spent much of the last weekend working with a ProCom technician to correct a repeater fault that occasionally caused 911 calls to be dropped. The repeater and all the 15 upgraded radios are now programmed so everyone can talk properly to each other. As soon as the NPS upgrades their radios soon all 911 calls will be digitally encrypted. Thanks, Doc, for the leadership on getting our critical radio communication system into much more reliable and effective condition!

Item No. 13 City Council Questions and Comments

This is the opportunity for the City Council members to ask questions and make comments regarding other issues the council is dealing with.

Item No. 14 Public Comment on Non-agenda Items Only

Comments on agenda items should be addressed at the time the Item is open to public comment.

Item No. 15 Executive Session

Item No. 16 Adjournment